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Office Memorandum • UNITED STATES GOVERNMENT

TO : Classification & Wage Administration Division DATE: 12 March 1953

FROM : Administrative Officer, SI


SUBJECT: Request for T/O Change

1. It is requested that slot 248.01 in Scientific Analysis Division, SI be transferred to the Office of the Chief and reclassified to a GS-13 level.

2. The incumbent of this position is presently a GS-12. A promotion action will be submitted when this position is approved.

3. A job description is attached.

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OSI:CD/elm (12 Mar 53)

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